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Edition 2.5

PVCS VERSION MANAGER™
VM I-NET USER'S GUIDE

MA-VM75-INET

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Welcome to Version Manager

Thank you for choosing Merant® PVCS® Version Manager™, a powerful and versatile version control system that will revolutionize the way you develop software. Version Manager helps you organize, manage, and protect your software development projects on every level—from storing and tracking changes to individual files, to managing and monitoring an entire development cycle.

Purpose of this manual

This manual introduces you to VM I-Net's browser-based interface, highlights differences between VM I-Net and the Version Manager GUI, and provides instructions on how to get started using VM I-Net. This manual supplements the *PVCS Version Manager User's Guide*, which is designed to be the primary source of information about Version Manager features and concepts, and the VM I-Net online help.

Once you start using VM I-Net, access the online help for detailed instructions on how to perform daily tasks, such as checking out files, managing version labels, and adding workfiles to projects.

For more information

Refer to the *PVCS Version Manager Getting Started Guide* for a description of the Version Manager documentation set, a summary of the ways to work with Version Manager, and instructions for accessing the Online Help.

Edition status

This is Edition *2.5* of the *PVCS VM I-Net User's Guide.* The information in this edition applies to *Release 7.5 of PVCS VM I-Net* or later. This edition supersedes earlier editions of this manual.

Typographical Conventions

The following typographical conventions are used in the online manuals and online help. These typographical conventions are used to assist you when using the documentation; they are not meant to contradict or change any standard use of typographical conventions in the various product components or the host operating system.

Convention	Explanation
italics	Introduces new terms that you may not be familiar with and occasionally indicates emphasis.
bold	Emphasizes important information and field names.
UPPERCASE	Indicates keys or key combinations that you can use. For example, press the ENTER key.
`monospace`	Indicates syntax examples, values that you specify, or results that you receive.
`monospaced italics`	Indicates names that are placeholders for values you specify; for example, *`filename`*.
`monospace bold`	Indicates the results of an executed command.
vertical rule |	Separates menus and their associated commands. For example, select File | Copy means to select Copy from the File menu.
	Also, indicates mutually exclusive choices in a command syntax line.
brackets []	Indicates optional items. For example, in the following statement: `SELECT [DISTINCT]`, DISTINCT is an optional keyword.

Convention	Explanation
. . .	Indicates command arguments that can have more than one value.
	Shows you which shortcut button to click. Shortcut buttons are placed in the margin.

Ordering Hard-Copy Manuals

As part of your Version Manager license agreement, you may print and distribute as many copies of the PVCS Version Manager manuals as needed.

If you do not want to print each of these online manuals, you can order hard-copy versions from Merant. To order, please contact your sales representative for assistance.

Contacting Technical Support

Merant provides technical support for all registered users of this product, including limited installation support for the first 30 days. If you need support after that time, contact Merant using one of the methods listed in the *Installation Guide*, the *Getting Started Guide* or the Online Help.

Technical support is available 24 hours a day, 7 days a week, with language-specific support available during local business hours. For all other hours, technical support is provided in English.

Support via the web, E-mail, and telephone

SupportNet Customers can report problems and ask questions on the SupportNet web page: http://support.merant.com/

To submit an issue, click on the **Report a Problem** link and follow the instructions. You can also submit issues via E-mail or phone. Refer to the *Installation Guide*, *Getting Started Guide*, or Online help for a list of contact numbers, including numbers to call for local language support.

The SupportNet Web site contains up-to-date technical support information. Our SupportNet Community shares information via the Web, automatic E-mail notification, newsgroups, and regional user groups.

SupportNet Online is our global service network that provides access to valuable tools and information for an online community for users. SupportNet Online also includes a KnowledgeBase, which contains how-to information and allows you to search on keywords for technical bulletins. You can also download fix releases for your PVCS products.

1 VM I-Net Basics

In this Chapter

Introducing VM I-Net

VM I-Net is the web-based client component of Version Manager that allows you to access Version Manager projects via the Internet or intranet. The VM I-Net client works with the VM I-Net server, the web-based server component of Version Manager.

With VM I-Net, you can use your web browser to view detailed information about projects and archives, and to perform such tasks as checking in and checking out files, managing locks, version labels and promotion groups, and running reports.

Because VM I-Net allows you to access Version Manager projects from any connected point on the Internet or intranet, it's ideally suited for remote users, mobile users and users in web-intensive environments, such as members of Internet programming and content development teams.

In addition, the lightweight web browser interface offers the benefits of a very low cost of maintenance for users and administrators in all environments.

VM I-Net Features

VM I-Net provides the essential end-user version control features of Version Manager. It is designed for users who do not need access to administrative features.

The VM I-Net online help provides detailed procedures for using these features.

VM I-Net provides the following features:

- **Add workfiles**. VM I-Net allows you to add one or more workfiles to a project database or project. You can also add an

entire directory with subdirectories, which becomes a project with subprojects in the project database.

■ **Create projects**. VM I-Net allows you to manually create new projects with a different directory structure than the existing workfile structure.

■ **Check in** and **check out**. VM I-Net allows you to check files into and out of archives.

■ **Get.** VM I-Net allows you to get copies of revisions without checking them out.

■ **Lock** and **unlock**. VM I-Net allows you to lock and unlock revisions of files.

■ **Version labels**. VM I-Net allows you to assign, change, and delete version labels.

■ **Promotion groups**. VM I-Net allows you to promote revisions, and to assign, change, and remove promotion groups.

■ **History Reports**. VM I-Net allows you to run reports that show detailed information on archives.

■ **Difference Reports**. VM I-Net allows you to compare two revisions or two workfiles, or compare a workfile and a revision.

■ **Options**. VM I-Net allows you to set default dialog box and display options.

■ **Copy** and **Move**. VM I-Net allows you to copy or move versioned files between projects in a project database.

■ **Workspaces**. VM I-Net allows you to set, create, rename, and delete public or private workspaces.

■ **Rename**. VM I-Net allows you to change the names of projects and 5.3/6.0 folders in the interface.

■ **Delete**. VM I-Net allows you to remove projects, 5.3/6.0 folders, and versioned files from the interface.

■ **Change Password**. VM I-Net allows you to change the password you use to log into a project database. This also changes your password in Version Manager if an Access Control Database is in place.

VM I-Net Components

The combined services of the VM I-Net server component, a supported web server, and the VM I-Net client component enable you to access your archives via the Internet or an intranet.

Before you can use the VM I-Net client, your PVCS administrator must install the VM I-Net server component on a system that is running a web server. Once the VM I-Net server is configured for use with Version Manager projects, you can install the VM I-Net client applet using the URL distributed by your administrator.

Depending on your browser settings, a warning or confirmation dialog might ask you if you want to proceed with the client applet installation. You may get a similar dialog when you run the applet. For more information on downloading and installing the client applet, see .

Once the client applet is installed, you can log into the VM I-Net client interface and view detailed information about projects and perform actions from within your web browser.

Using VM I-Net with Version Manager

You must use Version Manager to perform all administrative tasks on project databases. Administrative tasks can include creating and configuring project databases or roots, defining security, and setting up promotion models.

Most end-user tasks in VM I-Net, such as checking out files or adding workfiles, follow the same procedures as those in Version Manager. These procedures are documented in the VM I-Net online help. However, some differences do exist for tasks involving version labels, promotion groups, and difference reports.

Version Labels and Promotion Groups

When working with version labels and promotion groups in Version Manager, you choose the specific operation you want to perform from the menu. For example, you choose Actions | Version Label | Assign to assign a version label or Actions | Promotion Group | Remove to remove a promotion group.

In VM I-Net, you perform all operations with version labels and promotion groups by selecting the Label button or Promote button on the Actions menu. At the top of the Version Label or Promotion Group dialog box, you select which operation you want to perform. The contents of the dialog box change with your selection.

For example, if you select Actions | Label, the dialog box appears as below. By default, the **Assign** option is selected and the contents of the dialog box correspond to that operation.
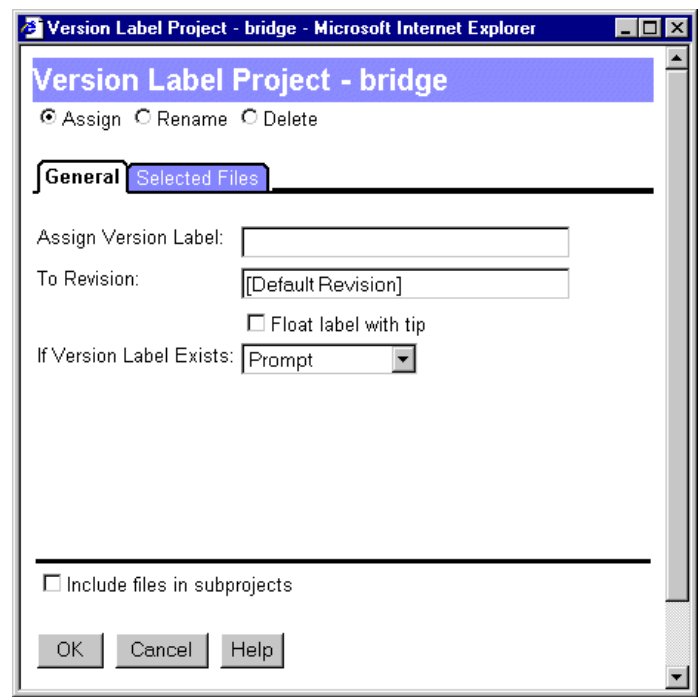
If you select the **Rename** option, the contents of the dialog box change:
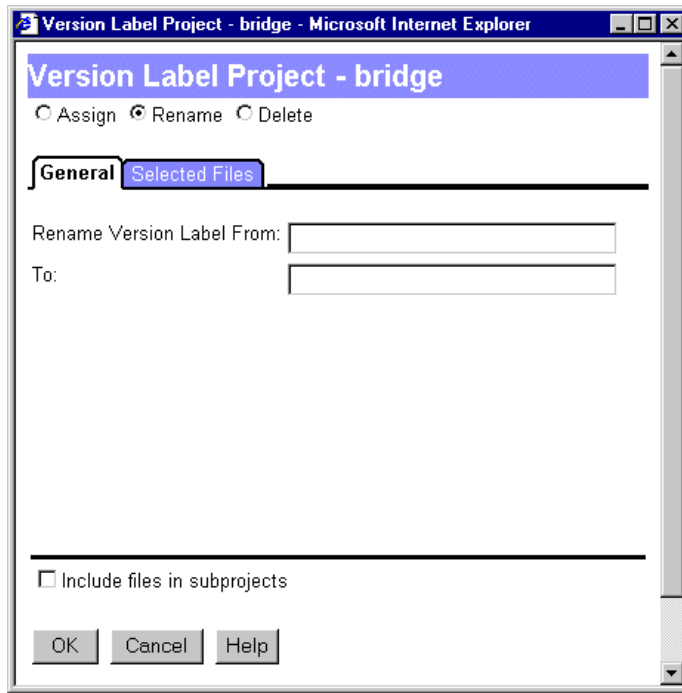
Difference Reports

When you compare files in Version Manager, the two files are displayed side-by-side. Placeholders, or blocks of color, identify whether lines of texts have been added, deleted, or changed.

When you compare files in VM I-Net, a difference report is produced and is displayed in your web browser. This report shows how the first file was transformed into the second file. The report does not display the files in their entirety, as Version Manager does. Instead, it displays the change information for each region of difference. Change regions are represented by strings of equal signs.

Each line of change begins with a character that indicates the type of change:

■   **+** indicates that a line is present in the second file, but not in the first.

■   **-** indicates that a line is present in the first file, but not in the second.

■   **>** indicates that a line was moved from some other location in the first file.

■   **<** indicates that a line was moved to some other location in the second file.

A sample difference report appears below.

Using TrackerLink with VM I-Net

You can use TrackerLink in VM I-Net or Version Manager to associate workfiles with issues in Tracker. Use TrackerLink as a tool to bridge Tracker and VM. When checking in, checking out, locking, or adding workfiles you can associate those workfiles with issues through the TrackerLink Workfile Association dialog box. TrackerLink settings are set up in the Version Manager GUI by the PVCS Administrator.

Configuring VM I-Net to Work with TrackerLink

You must ensure that Tracker I-Net and VM I-Net are connected to work together. Have your PVCS Administrator validate that your Tracker I-Net server is configured to work with your VM I-Net project database so you can use TrackerLink for the I-Net.

Detailed instructions for setting the TrackerLink options are in the *PVCS Version Manager Administrator's Guide*.

Using TrackerLink

Use TrackerLink to associate issues with workfiles when you:

■ Check out a file

■ Check in a file

■ Lock a file

■ Add new workfiles

If your settings do not automatically log you into Tracker, you will be prompted for your login information when you associate workfiles.

To associate an issue with a workfile on check in, check out, adding workfiles, or on locking a file:

1 Select the files you wish to associate with issues. These are typically the files you checked out or locked.

2 Make the check in, check out, add workfiles, or lock request.

3 If Associations are required, you will see the **Associate SCR** button on the Check Out, Check In, Lock, and Add Workfiles dialog boxes. The TrackerLink Workfile Association dialog box will appear when you click **Associate SCRs**.
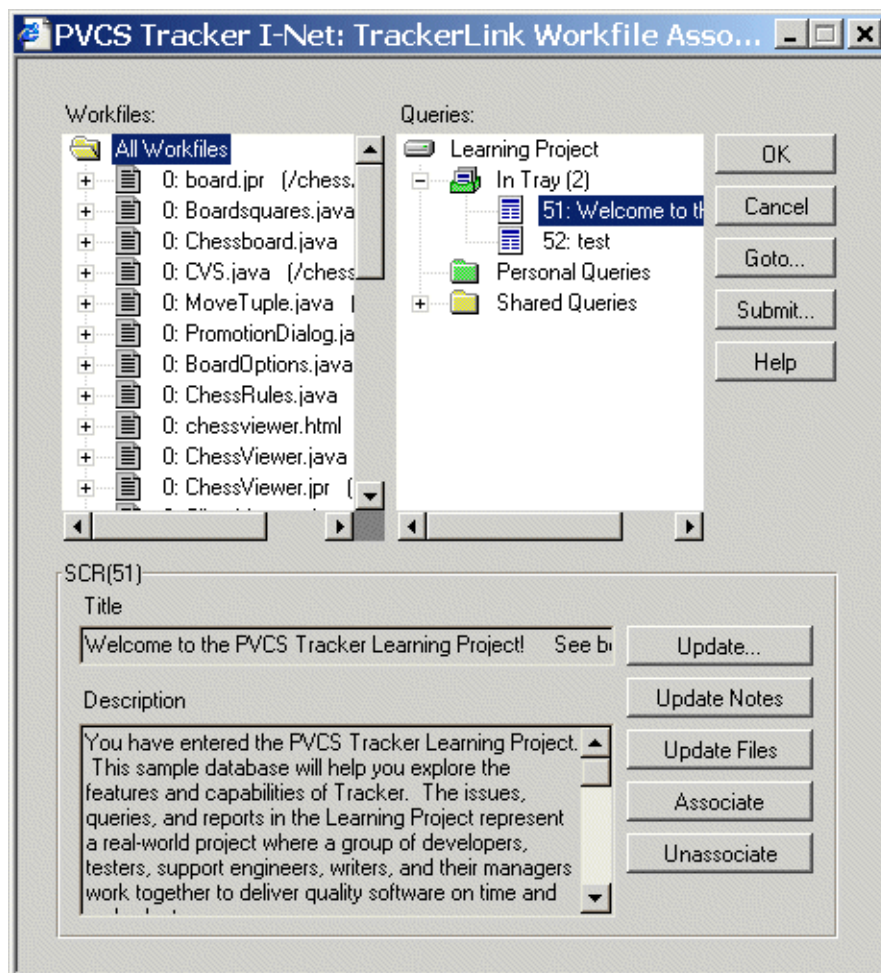
4 Select a query from the **Queries** pane to run a query to find and select the issues to associate with your workfiles or find them in the In Tray.

5 From the **Workfiles** pane, select the files to associate with an issue.

6 Double-click the first issue number to associate with your workfile. This associates that issue with the workfile, and the number that appears to the left of the workfile name increases by one. You can also choose the **Associate** button to associate the issue and your workfile.

7 Double-click the workfile name to see the currently associated issues. If its title and description display, the issue is currently selected.

8 If you change your mind about a particular association, you can:

- Double-click on the issue number in the Workfiles pane to unassociate it.

- Select the issue and choose the Unassociate button.

NOTE You can associate several files with one issue at the same time, but you can not select a query and associate all of its matching issues with a workfile or workfiles at the same time. Issues must be selected individually.

If a file has no associations, the current workfile will have a plus sign next to it. When you click on it, it will display with "(no associations)" below it.

Checking Your Tracker Issues in VM I-Net

You can use TrackerLink to check and update Tracker issues. If you are adding an association to a file, you may want to update the issue with a note or other information in the issue. You can do that from the TrackerLink dialog boxes. Choose **Submit**, **Update**, **Update Note**, and **Update Files** to include more information about the issue.

You can also access the Tracker I-Net interface by clicking the Tracker I-Net icon on the Actions tab.

PVCS Tracker

Using VM I-Net with Previous Releases

We recommend that you upgrade 5.3/6.0 project roots to the current format using Version Manager. However, you can still access 5.3/6.0 project roots in VM I-Net without upgrading them. While most functionality is supported in this scenario, some restrictions do apply to ensure compatibility with the 5.3/6.0 GUI.

You cannot:

■ Create, delete, or rename projects within the 5.3/6.0 project root. However, you can perform these actions on 5.3/6.0 folders.

■ Add multiple directories. You can add a single directory by selecting all of the files within it.

■ Automatically see newly added archives in the content pane. You must use the Update Project Folder option to update the display if archives have been added in other interfaces, such as the Command-Line Interface.

System Requirements

VM I-Net is supported on Windows and UNIX operating systems. For specific supported platform, web browser, and version information, refer to the readme file or select the Version Manager product link on http://www.merant.com/pvcs.

2   Getting Started

In this Chapter

Installing the VM I-Net Client Applet

Before you can connect to the VM I-Net server, you must download and install the VM I-Net client applet. To download and install the applet, open the VM I-Net install page in a supported web browser and follow the on-screen instructions.

NOTE The client applet is browser-specific. You must install the applet using each web browser you plan to use with VM I-Net. If you're using Netscape Communicator on UNIX, your UNIX administrator may need to install the applet for you. See "Configure the Web Browsers" in the "Introducing VM I-Net" chapter of the *PVCS Version Manager Installation Guide*.

To download and install the VM I-Net client applet:

1 Start your web browser.

2 Open the URL of the VM I-Net Install page. The URL of this page is http://*hostname:port*/vminet_install.html (for non-secure web services) or https://*hostname:port*/vminet_install.html (for secure web services), where *hostname* is the name of the system hosting the VM I-Net server and *port* is the server port.

NOTE You may not need to specify the port. See your administrator for the correct URL.

3 Follow the on-screen prompts to download and install the client applet.

Depending on the web browser you are using, you may need to restart the browser after you complete the installation. The instructions on the installation page indicate whether you need to restart the browser.

Connecting to VM I-Net

You connect to VM I-Net to establish a link between your web browser and Version Manager project databases or roots. You must connect to VM I-Net before you can log into a project.

NOTE If you know the URL of the project database, or if you have the location bookmarked in your web browser, you can open the URL directly without connecting to the Project Databases page.

To connect to VM I-Net:

1 Start your web browser.

2 Open the URL of the VM I-Net Project Databases page. The URL of this page is http://*hostname:port*/vminet.html (for non-secure web services) or https://*hostname:port*/vminet.html (for secure web services), where *hostname* is the name of the system hosting the VM I-Net server and *port* is the server port.

The Project Databases page appears.
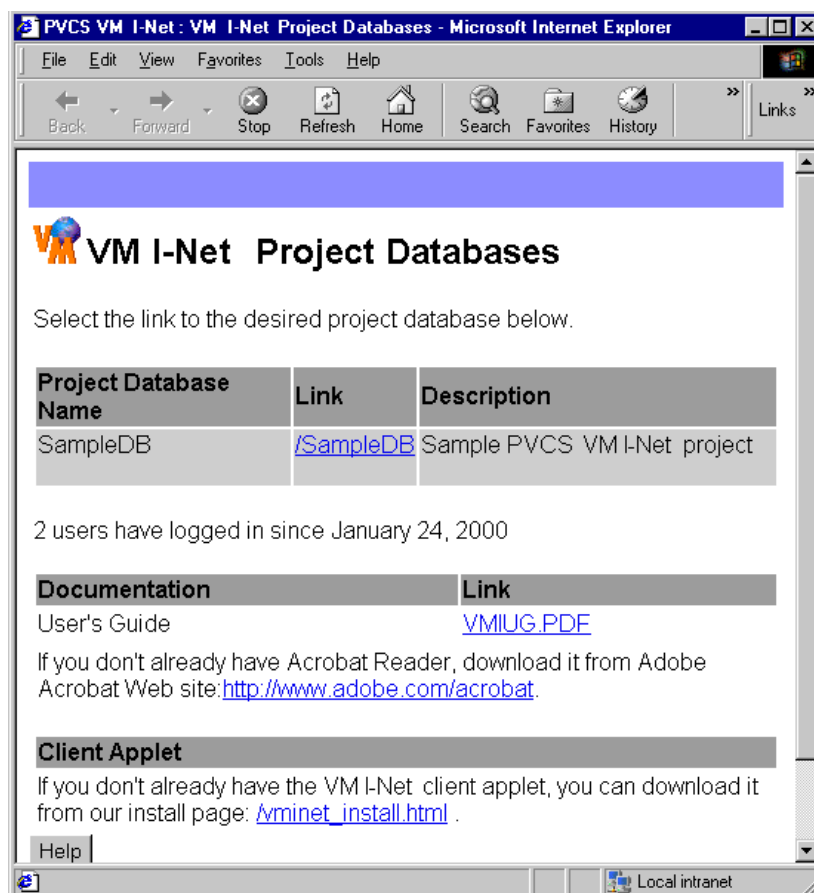
3 Click the name of the project database or root to which you want to connect in the **Link** list.

> **NOTE** You can also access the online documentation and the client applet installation page from the Project Databases page.

After you have connected to the VM I-Net server, the Login page appears. Continue to the next section, "Logging into a Project Database".

Logging into a Project Database

Log into a project database when you want to access Version Manager projects, 5.3/6.0 folders, and versioned files. You must enter your user ID and password, which is typically assigned to you by your administrator. See your administrator for your user ID and password.

To log into a project database:

1 Open the Login page by connecting to VM I-Net as described in .

The Login page appears.
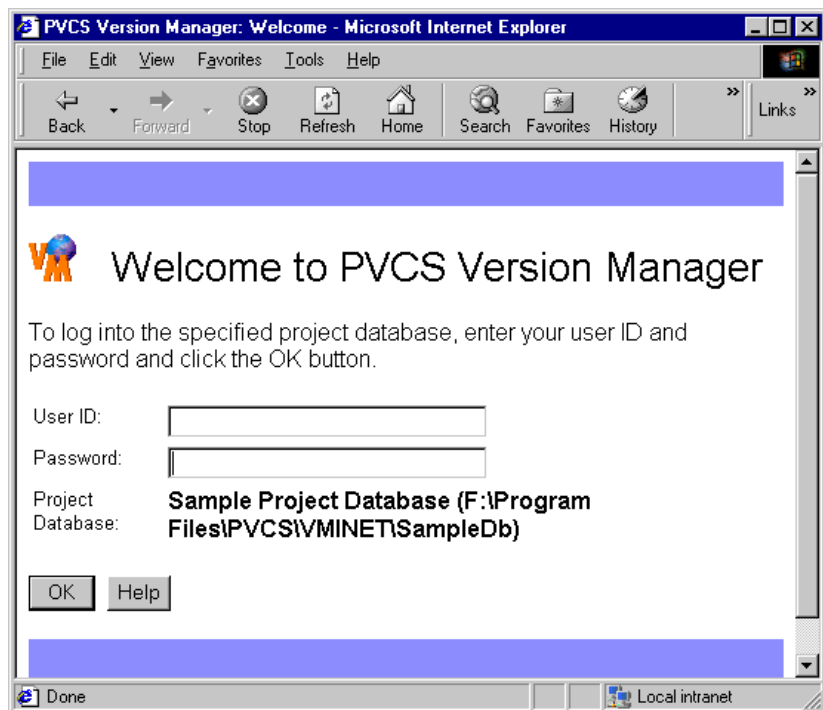
2 Enter your user ID in the **User ID** field.

3 Enter your password in the **Password** field.

> **NOTE** If you have a password for the project database in Version Manager, then your VM I-Net password will match your Version Manager password.

> **NOTE** For security reasons, the Input Method Editor is disabled in the **Password** field. You will not be able to enter double-byte characters in this field.

4 Click OK.

You may also need to log into a project if your administrator has configured an Access Control Database for it. In this case, the Login page appears when you select the project.

To log into a project:

1 Enter your user ID in the **User ID** field.

2 Enter your password in the **Password** field.

3 Select the **Remember this user name/password** option to store this information so you don't have to log into the project for future VM I-Net sessions.

4 Click OK.

Changing Your Password

You can change the password assigned to you by your administrator at any time. The password you change is the one that you entered in the Login page. Once you've changed your password, the new password takes effect the next time you log into VM I-Net.

If security is enabled in Version Manager for this project database, changing your password in VM I-Net changes it in Version Manager as well (and vice-versa).

To change your password:

1   On the File menu tab, click the Change Password button. The Change Password dialog box appears.
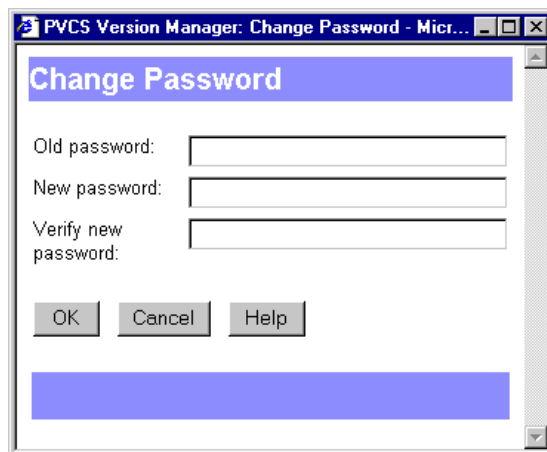
2   Enter your current password in the **Old password** field.

3   Enter your new password in the **New Password** field, up to 29 characters.

4   Re-enter the new password in the **Verify new password** field.

5   Click OK.

Switching Users

You can continue to work with an open project database or project using a different user name and password. The Switch User option provides a quick way to switch to a user ID with different privileges without having to close and reopen the project database.

To switch users for a project database or project:

1   On the File menu tab, click the Switch User button.

The Switch User dialog box appears.
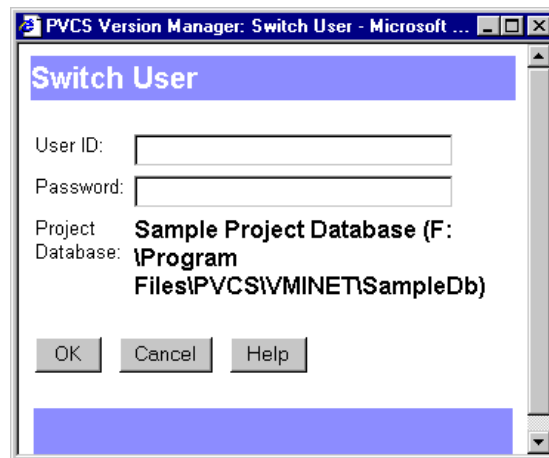
2   Enter the new user ID in the **User ID** field.

3   Enter the password in the **Password** field, if required.

4   Click OK.

Logging out of a Project Database

Log out of a project database when you are finished with your source control tasks or when you want to log into a different project database. When you log out of a project database, your VM I-Net session is immediately terminated, requiring you to re-enter your user ID and password the next time you want to access a Version Manager project database.

To log out of a project database:

■   Click the Logout button, located on the right side of the tabbed menus. The Logout page appears.

■   To log into a different project database, click the vminet.html link to view a list of project databases available on this server.

NOTE Depending on your servlet configuration, if you do not explicitly log out of a project database, a time logout based on inactivity may occur.

3   Navigating the Interface

In this Chapter

VM I-Net Panes

Once you have logged into a project database, navigate the VM I-Net interface to view the projects, subprojects, 5.3/6.0 folders, versioned files, and revisions contained in the project database. Five panes comprise the VM I-Net interface: the project pane, content pane, revision pane (not shown below), menu pane, and status pane.
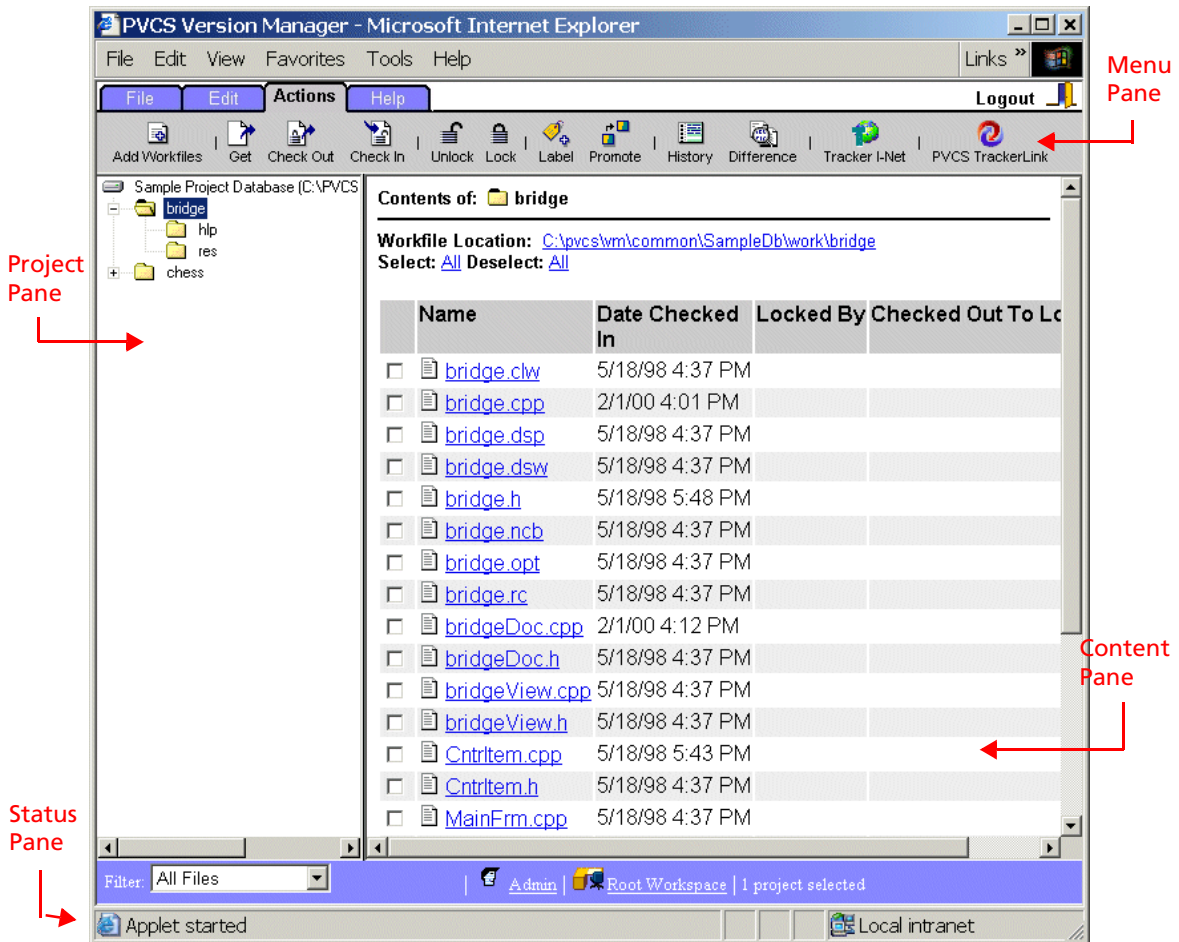
Working in the Project Pane

The project pane displays the open project database and its projects, subprojects, and 5.3/6.0 folders in a hierarchical tree. Click +/- to expand or collapse the tree. When you select a project, subproject, or 5.3/6.0 folder, its versioned files appear in the content pane to the right.

The following icons can appear in the project pane:

Icon	Description
⊜	The open project database displayed by its name and its location in parenthesis. A 5.3/6.0 project database displays by its location only.
📁	A project, subproject, or folder. The icon for a 5.3/6.0 project or folder appears in blue.
📁	A project with a configuration file attached to it. These configuration settings override the project database settings. The icon for a 5.3/6.0 project appears in blue.
📁✕	A project that you cannot open because you have not been defined in the Access Control Database. The icon for a 5.3/6.0 project appears in blue.

Working in the Content Pane

The content pane displays the versioned files contained in the project database or project that you selected in the project pane. Click the check boxes next to the versioned files to select them for an action. Click a versioned file name to view details on all of the revisions in the versioned file.
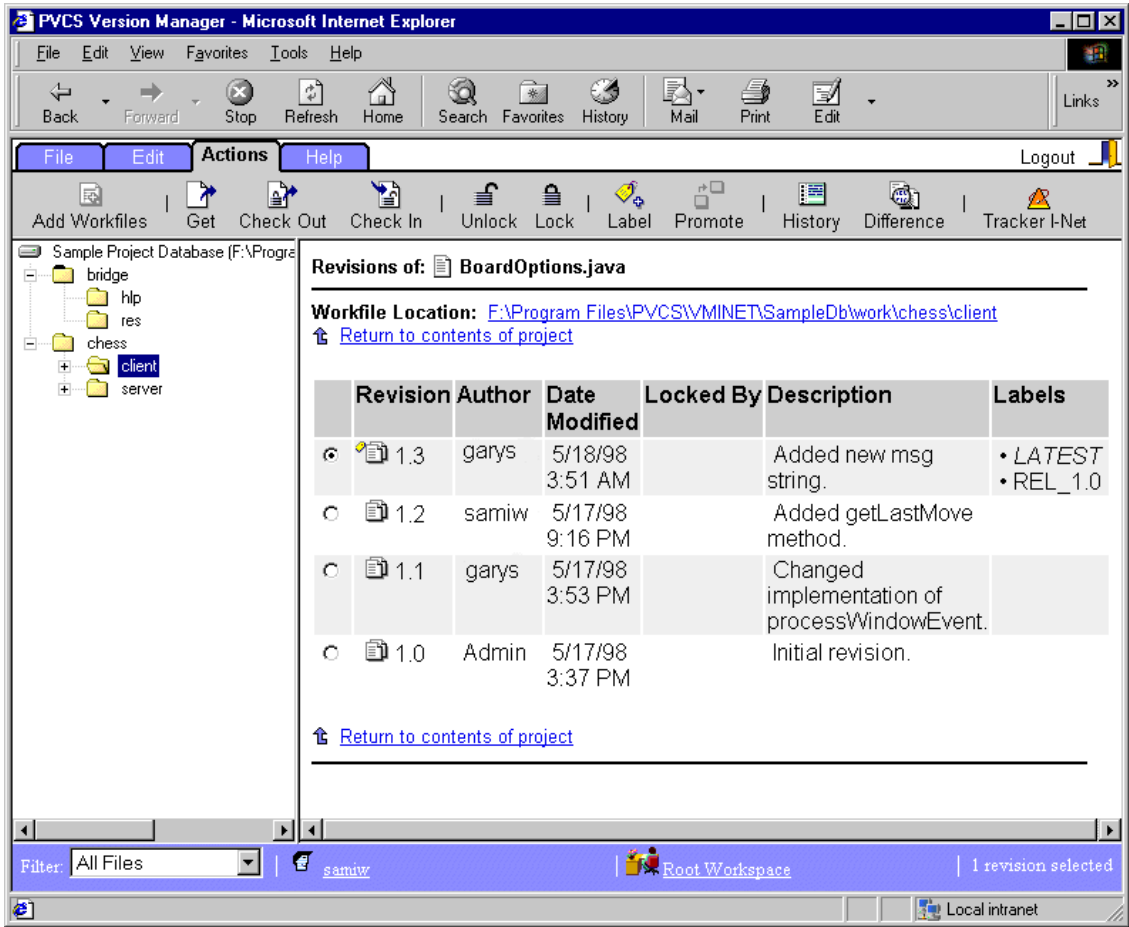
The content pane contains the following fields and icons:

Field or Icon	Description
Contents of	Displays the name of the project database or project in which the versioned files reside.
Workfile Location	Displays the project's workfile location
Page	Only displays when more items exist than can be contained on the page. Click Previous, Next, or [number] to go to the previous, next, or specific page. Click Index to go to the Page Index on the bottom, which lists the first and last files on each page.
	This field is duplicated at the bottom of the page, except the Index link is replaced by Top, which takes you to the top of the page.
Select/ Deselect	Options to select and deselect all items. If more items exist than can be contained on the page, you can choose to select all items on the current page.
Name	The name of the versioned file.
Date Checked In	The date and time the versioned file was last checked in.
Locked By	The user ID that currently holds a lock on the item.

Field or Icon	Description
Checked Out To Location	If versioned file is checked out, displays the path the file is checked out to.
📄	A versioned file that does not contain any locked revisions.
📄	A versioned file that contains a locked revision.
📄	A versioned file that references an archive that cannot be found.
Page Index	Only displays when more items exist than can be contained on the page. It displays the page number and first and last files on each page.

Working in the Revision Pane

Once you click a versioned file link, the revision pane appears.
The revision pane displays details on all revisions of the versioned
file. Click the button next to a revision to select it for an action.

The revision pane contains the following fields and icons:

Field or Icon	Description
Revisions of	Displays the name of the versioned file containing the revisions.
Workfile Location	Displays the workfile location of the versioned file. Click the workfile location link to bring up the Set Workfile Location dialog box.
Page	Only displays when more items exist than can be contained on the page. Click Previous, Next, or [number] to go to the previous, next, or specific page.
Return to the contents of the project	Brings you back to the content pane.
Revision	The number of the revision. The default revision is selected.
Author	The original author of the revision.
Date Modified	The timestamp on the file when it was last checked in.
Locked By	The user ID who currently holds a lock on the revision.
Description	The description added to the revision when it was checked in.
Labels	If a label is assigned to the revision, the label name displays.
Promotion Groups	If a promotion group is assigned to the revision, the promotion group displays.
	A revision.
	A locked revision.
	A revision assigned a promotion group.

Field or Icon	Description
	A locked revision assigned a promotion group.
	A revision assigned a version label.
	A locked revision assigned a version label.
	A revision assigned a promotion group and version label.
	A locked revision assigned a promotion group and version label.

Working in the Menu Pane

The menu pane provides buttons to execute VM I-Net commands. Click a tab to access the commands on the File, Edit, Actions, or Help menu. Click a button on the menu to execute a command.

The following menu buttons are available:

File menu button	Description
	Creates a new project or 5.3/6.0 folder.
	Sets or changes a workfile location for the selected project database, project, or versioned file.
	Updates 5.3/6.0 project folders to display new archives added by other users.
	Renames an existing project or 5.3/6.0 folder.
	Deletes an existing project, 5.3/6.0 folder, or versioned file.

	Displays the properties of a project database, project, 5.3/6.0 folder, or versioned file.
	Sets, creates, renames, or deletes workspaces.
	Switches to a different user ID for the selected project database or project.
	Changes your password for logging into the selected project database or project.

Edit menu button	**Description**
	Copies one or more versioned files to another project or 5.3/6.0 folder.
	NOTE The archives remain in their original location.
	Moves one or more versioned files to another project or 5.3/6.0 folder.
	NOTE The archives remain in their original location.
	Sets options for the VM I-Net display and operations.

Actions menu button	Description
	Adds workfiles to a project database, project, or 5.3/6.0 folder.
	Gets a revision and makes a copy in the workfile location.
	Checks out an editable revision to the workfile location.
	Checks in a modified workfile to the archive.
	Unlocks a revision without performing a check in.
	Locks a revision without performing a check out.
	Assigns, renames, or deletes a version label from a revision.
	Assigns, promotes, changes, or removes a promotion group from a revision.
	Creates a history report on a project database, project, versioned file, or 5.3/6.0 folder.
	Creates a difference report to compare revisions or workfiles.
	(May not appear.) Launches PVCS TrackerLink so you can associate workfiles with issues in tracker when checking out, checking in, locking, and adding workfiles.
	(May not appear.) Launches another web browser to bring up the URL associated with the current project database. Your administrator defines this URL in VM I-Net. Typically, this link is defined to bring up Tracker I-Net.

Help menu button	Description
🖻	Launches the VM I-Net help system.
❋	Launches the What's New page in the help system. The What's New page communicates to you what features are new in this version of Version Manager.
🔺	Launches the What's Coming page in the help system. The What's Coming page communicates to you what Merant will ship in future releases.
💓	Brings up the Merant Wishlink page.
ⓘ	Displays an About box with VM I-Net copyright and version information.
🚪	Logs you out of the project database.

Working in the Status Pane

The status pane lets you view and modify your current filter, user ID, and workspace. It also displays the number of items that are currently selected.

Click the Filter list to change the display of versioned files in the content pane.

Click the user ID to switch users.

Click the Workspace name to set a different workspace.

The status pane consists of the following fields and icons:

Icon	Description
Filter	View all files or filter your view by applying a wildcard or locked by filter. Also maintains the last four filters used.
	The current user ID displays here. Click the name to switch to another user ID for this project database.
Public Private	The current workspace displays here. Click the workspace name to set a different workspace for this project database. The workspace icon indicates if the workspace is public or private.
[#] of [total] [items] selected	Displays the number of currently selected projects, folders, versioned files, or revisions. For versioned files and revisions, it also displays the total number of versioned files in the project and the number of revisions of a versioned file (e.g., 4 of 50 files selected).

Selecting Items

Select items in VM I-Net to view information on them, or to perform actions such as check in, get, check out, lock, unlock, or assign a version label. After you have selected the items, click a menu button to perform an action.

To select...	Do this...
The project database	Click the project database in the project pane.

To select...	Do this...
A project or folder	Click the project or folder in the project pane.
Multiple projects	Press and hold the SHIFT or CTRL key while clicking the projects in the project pane. You can only select multiple projects if they belong to the same parent project.
One or more versioned files	Click the check box(es) next to the versioned file(s) in the content pane. To select all of the versioned files in a project, click the **Select: All** link. When versioned files exist on multiple pages, you can click the **Select: All on this page** to select the versioned files on the current page only.
	If you navigate to another page after clicking **Select: All**, the selection is cancelled.
A revision	Click the button next to the revision in the revision pane.

Moving Items

You can move versioned files between projects or folders within a project database. When you move versioned files, the archives that they reference do not move. The versioned files continue to reference the archives in their original location.

Use the Version Manager GUI to move other items, such as projects and folders.

To move a versioned file:

1   Select one or more versioned files.

2   On the Edit menu tab, click the Move button. The Move
    Versioned Files dialog box appears.
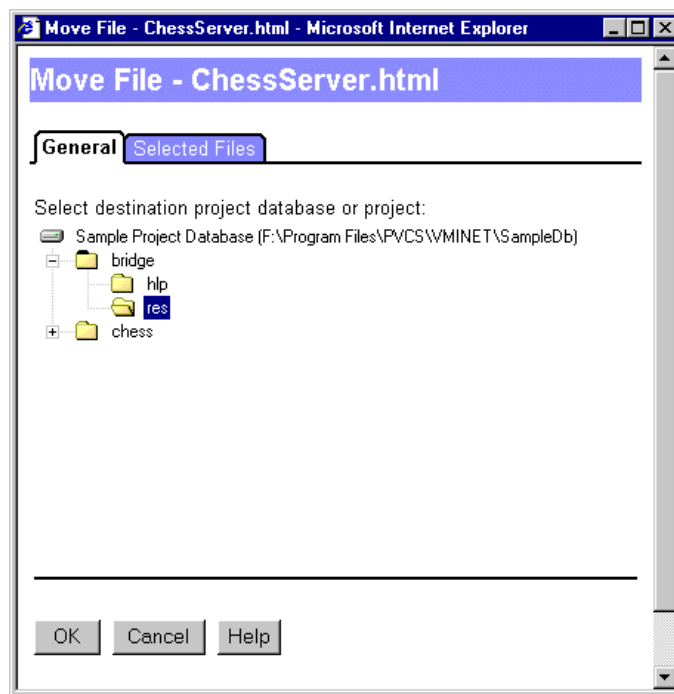
3   On the General tab, select the destination project or folder in
    the project navigation tree. To move the file directly beneath
    the project database or root, select the project database or
    root.

4   To view the list of files you selected to move, click the Selected
    Files tab.

5   Click OK. The versioned file moves to the destination location.

Renaming Items

You can rename a project or 5.3/6.0 folder in the project pane. The new project name appears in VM I-Net and Version Manager, but the actual archive directory name is not changed.

NOTE You cannot rename versioned files or 5.3/6.0 projects.

If the previous workfile location matched the old project name, a new workfile location is set to match the new project name. You check out, copy, and check in files from the new workfile location. Any files checked out before you renamed a project or folder remain in the original workfile location.

To rename a project or folder:

1 Select the project or folder you want to rename.

2 On the File menu tab, click the Rename button.

The Rename Project/Folder dialog box appears.
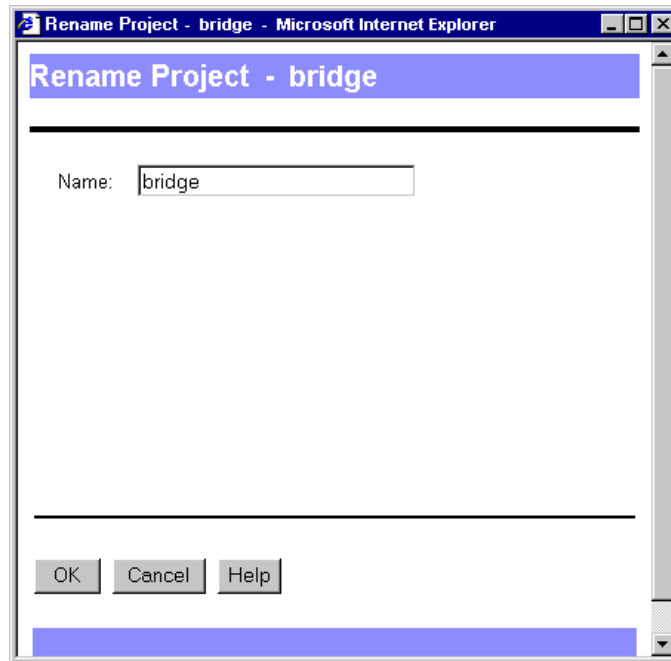
3   Enter the new name in the **Name** field.

4   Click OK.

Deleting Items

You can delete projects, 5.3/6.0 folders, and versioned files, depending on your security privileges. You cannot delete 5.3/6.0 projects. All deleted items are removed from VM I-Net and Version Manager. However, the archives of the deleted items are not removed from the archives directory. The project configuration file and access control database are also retained.

If you want to recover deleted projects, 5.3/6.0 folders, or versioned files, use Version Manager to import the archives into a project database or project.

To delete a project, folder, or versioned file:

1   Select the item you want to delete. You can select one or more projects, folders, or versioned files.

2   On the File menu tab, click the Delete button.

The Confirm Delete dialog box appears.
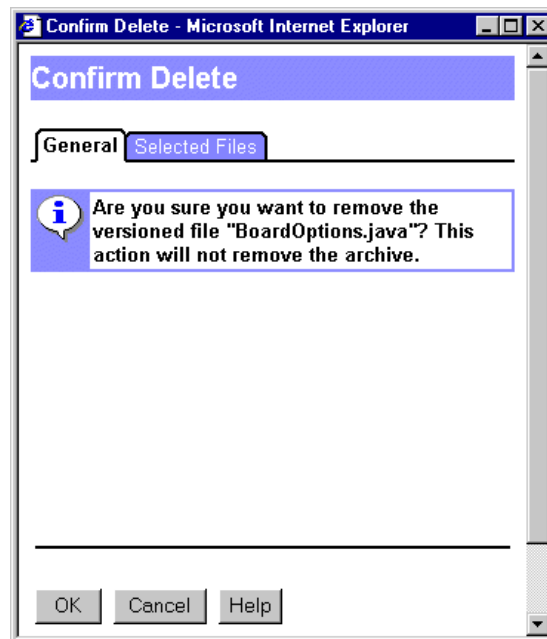
3   Click OK to delete the item.

Reviewing Item Properties

You can review the properties of a project database, 5.3/6.0 project root, project, 5.3/6.0 folder, and a versioned file. Properties vary according to the item you select.

If you select a...	You can...
Project database or project	View its contents, configuration file, and archive location. You can also view or change the workfile location, default version, default promotion group, branch version, and base version.
5.3/6.0 project root or project	View its contents and configuration file. You can also view or change the default version, default promotion group, branch version, and base version.
5.3/6.0 folder	View its contents. You can also view or change the workfile location.
Versioned file	View archive information. You can also view or change the workfile location.

To view the properties of an item:

1 Select a project database, project, folder, or versioned file.

2 On the File tab, click the Properties button. The Properties dialog box appears.

3 View or change the default settings as necessary. See Chapter 4, "Customizing Your Environment".

4 Click OK.

Filtering Your View

By default, when you select a project database, project, or folder, VM I-Net displays all of its associated versioned files in the content pane. The file filter allows you to customize the content pane so that only the versioned files that match your filter criteria appear. You can filter your view to display only versioned files that are locked by a specific user(s), match a wildcard search, or match a specified promotion group or version label.

You set a filter by selecting it from the Filter list on the status pane. The Filter list retains the last four filters you've used.

To set a Locked By filter:

1 From the Filter list on the status pane, select **Locked By**.
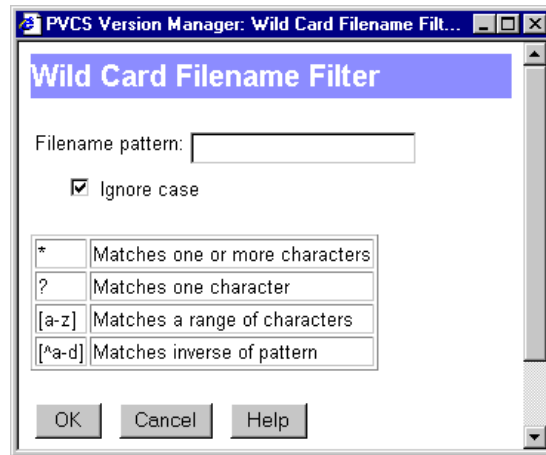
The Locked By Filter dialog box appears.

2 Select the **Users** option and enter one or more user IDs. Separate multiple user IDs with commas. Or select the **Any user** option to display all locked files.

3 Click OK.

To set a Wildcard filter:

1 From the Filter list on the status pane, select **Wildcard**. The Wildcard Filter dialog box appears.

2 Enter filter criteria into the **Filename pattern** field. You can use these wildcards:

- ***** for one or more characters (e.g., *.DLL for all files with a DLL extension)

- **?** for one character (e.g., TEST??.DL would display files such as TEST01.DL and TEST02.DL, but not TEST111.DL)

- **[a-z]** for a range of characters (e.g., [A-D]* for all files that start between the letters A-D)

- **[^a-z]** for a range of characters that the files do not start with (e.g., [^A-D]* for all files that don't start with letters A-D)

3 Click OK.

To set a Promotion Group or Version Label filter:

1 From the Filter list on the status pane, select Promotion Group or Version Label. The Promotion Group Filter dialog box or Version Label Filter dialog box appears, respectively.

2 Enter the name of the promotion group or version label that you want to filter in the Promotion Group(s) or Version Label(s) field. You can separate multiple promotion groups or version labels with a comma (,).

3 Click OK.

To remove a filter:

From the Filter list on the status pane, select All Files.

4 Customizing Your Environment

In this Chapter

Setting VM I-Net Options

You can specify how many items per page VM I-Net displays, how VM I-Net handles check in/check out/get, whether to include subprojects, and how results dialogs are handled. These options are saved per user ID, allowing them to be retained when you start another VM I-Net session.

NOTE The options you set in VM I-Net do not affect any Version Manager GUI options you have set.

Default VM I-Net Options

Unless you change the defaults, VM I-Net:

■ Displays up to 50 items per page.

■ Leaves read-only workfiles in the workfile location after a check in.

■ Copies a read-only revision when you perform a get.

■ Prompts you if a workfile already exists during check out.

■ Does not include subprojects in project operations.

■ Does not automatically dismiss the Results dialog box after a successful action.

You can change these defaults in the Options dialog box
(Edit | Options).
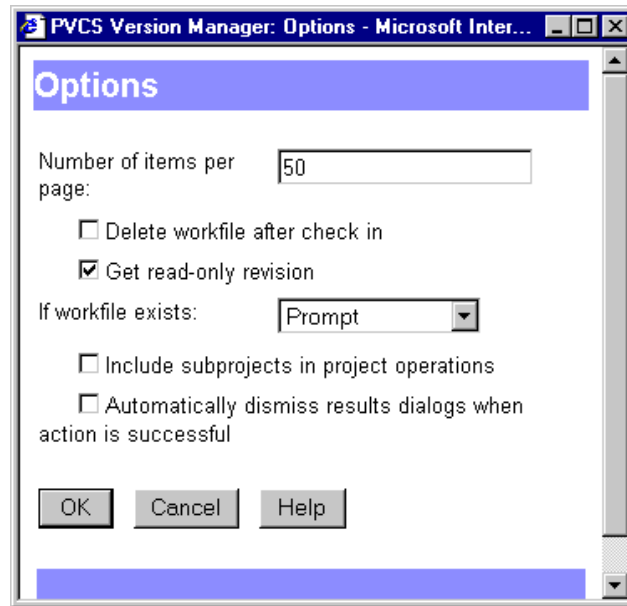
Setting Number of Items per Page

You can set the maximum number of files that appear on a
VM I-Net page at a time. If the number of files exceeds this limit,
multiple pages are used to display the files. From the content
pane, you can click the page number or click Previous or Next to
access these pages.

To set the number of items per page:

1   On the Edit menu tab, click the Options button. The Options
        dialog box appears.

2   Enter the maximum number of files to display in the **Number
        of items per page** field. The default is 50.

3   Click OK.

Defining Check In/Check Out Options

If you find that you usually change the default options when you perform check in/check out/get operations, VM I-Net enables you to change these default settings to fit your working style.

To change check in/checkout/get options:

1   On the Edit menu tab, click the Options button. The Options dialog box appears.

2   Change the defaults as necessary:

   ■ To delete workfiles from the workfile location after a successful check in, select the **Delete workfile after check in** box.

   ■ To make workfiles writable when you perform a get, deselect the **Get read-only revision** box.

   ■ To choose an option other than **Prompt** when a workfile already exists, select **Overwrite** or **Do not overwrite**.

3   Click OK.

Including Subprojects in Project Operations

When you perform actions on project databases and projects, VM I-Net only performs actions on the versioned items contained directly at the project database or project level. VM I-Net does not include versioned files in subprojects as part of its default operation.

If you usually include subprojects when you perform actions on project databases and projects, you can change the default to include subprojects.

To include subprojects:

1   On the Edit menu tab, click the Options button. The Options dialog box appears.

2   Select the **Include subproject in project operations** box.

3   Click OK.

Dismissing Results Dialog Boxes after Successful Action

By default, the Results dialog box appears after an action is complete to show if the action was successful, or if any errors or warnings occurred. You must click the Close button to dismiss the Results dialog box. If you want the Results dialog box to automatically close after an action is successful, you can change the default behavior.

To automatically dismiss Results dialog box:

1   On the Edit menu tab, click the Options button. The Options dialog box appears.

2   Select the **Automatically dismiss results dialogs when action is successful** box.

3   Click OK.

If errors occur, the Results dialog box will not automatically close.

Setting Workspace Properties

A workspace is a collection of work settings defined for a project database. You can define multiple workspaces so you can easily switch work settings to match your environment. Each user has one active workspace at a time. The work settings include:

■ The workfile locations defined for the project database and its contents.

■ The default version used when you do not specify a revision number or version label.

■ The base version and branch version used for automatic branching, if enabled.

■ The default promotion group used if a promotion model is in effect.

Public or Private Workspaces

Workspaces can be public or private. A public workspace is typically created by an administrator when a project database is created. Any changes made to a public workspace affect everyone using that workspace. A private workspace is typically created by a user to customize the work settings for the user's personal work environment. Any changes made to a private workspace affect only the user who created it.

Root Workspaces

The Root workspace is the default public workspace. It is automatically created every time your administrator creates a project database. You cannot delete or rename the Root workspace. You can only change the settings of the Root workspace if your administrator has assigned you those privileges.

If you do not create or set any other workspaces, the Root workspace is set as the default workspace.

Setting Your Workspace

When start using VM I-Net, specify which workspace you want to use. You can also specify whether to make the workspace the default when you start another VM I-Net or Version Manager session.

To set your workspace:

1   On the File menu tab, click the Set Workspace button. The Set Workspace dialog box appears.
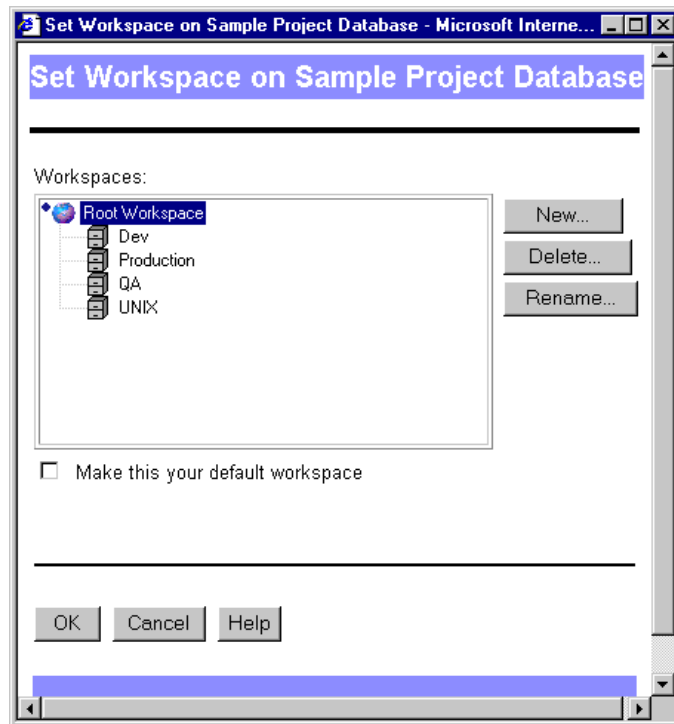
2   Select the workspace from the Workspaces list that you want to use with the project database.

3 To associate this workspace with the project database for subsequent VM I-Net and Version Manager sessions, select the **Make this your default workspace** box. Otherwise, this workspace is only active during your current VM I-Net session.

4 Click OK.

Setting Your Workfile Location

The workfile location is the location where you check in and check out workfiles. It is set when the project is first created, and is stored in the workspace assigned to the project database.

You can change the workfile location for any project or versioned file in the project database. Changing the workfile location while in a public workspace changes the workfile location for all users accessing the project using that public workspace. If the workspace is private, then changing the workfile location will not affect other users.

To set a workfile location:

1 Select the project database, project, or versioned file.

2 On the File menu tab, click the Set Workfile Location button or click the Workfile Location link in the content pane.

The Set Workfile Location dialog box appears.
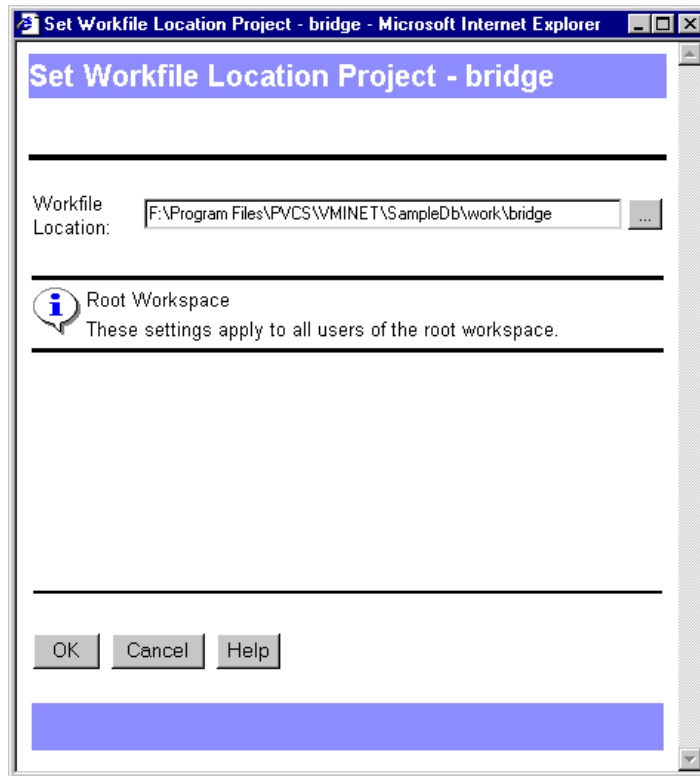
3 Enter or browse to the new workfile location in the Workfile Location field.

4 Click OK.

Defining the Default Revision

By default, the latest revision (tip) of the versioned file is used during get, check out, and lock operations. However, you can define the default revision to be a specific version label instead.

To define the default revision:

1   Set the workspace you want to edit.

2   On the File menu tab, click the Properties button. The Properties dialog box appears.

3   Enter a version label in the **Default Version** field and click OK.

Enabling Automatic Branching

Automatic branching lets you create a branch automatically from a trunk revision. Then, by default, you operate on the tip revision of that branch whenever you perform an action.

To set up automatic branching, you assign two fixed version labels to the revision from which you want to branch. One version label marks the where the branch starts, and the other marks the tip of the branch. You then specify these version labels in the active workspace.

NOTE Before you set up automatic branching, check with your administrator to make sure you have the necessary security privileges. Also make sure that you coordinate version label names with the rest of your project team.

To enable automatic branching:

1   Select the versioned file(s) for which you want to enable automatic branching.

2   On the Actions menu tab, click the Label button. The Version Label dialog box appears.

3   Assign a fixed version label to the revision.

    a   Click the **Assign** option.

    b   Enter the name of the version label in the **Assign Version Label** field. For example, Rel1.0 Base.

    c   Enter the revision number in the **To revision** field.

    d   Click OK.

    This version label becomes the Base Version.

4   Repeat steps 2 and 3 to assign another fixed version label to the revision. For example, Rel1.5 Branch.

    This version label becomes the Branch Version.

5   Select the project or project database that contains the versioned file(s).

6   On the File menu tab, click the Properties button. The Properties dialog box appears.

7   On the Workspace Settings tab:

    a   Enter the version label for the branch version in the Default Version field. This is the label you assigned in Step 4 (e.g., Rel1.5 Branch).

    b   Enter the version label for the branch version in the Branch Version field. This is the label you assigned in Step 4 (e.g., Rel1.5 Branch).

    c   Enter the version label for the base version in the Base Version field. This is the label you assigned in Step 3 (e.g., Rel1.0 Base).
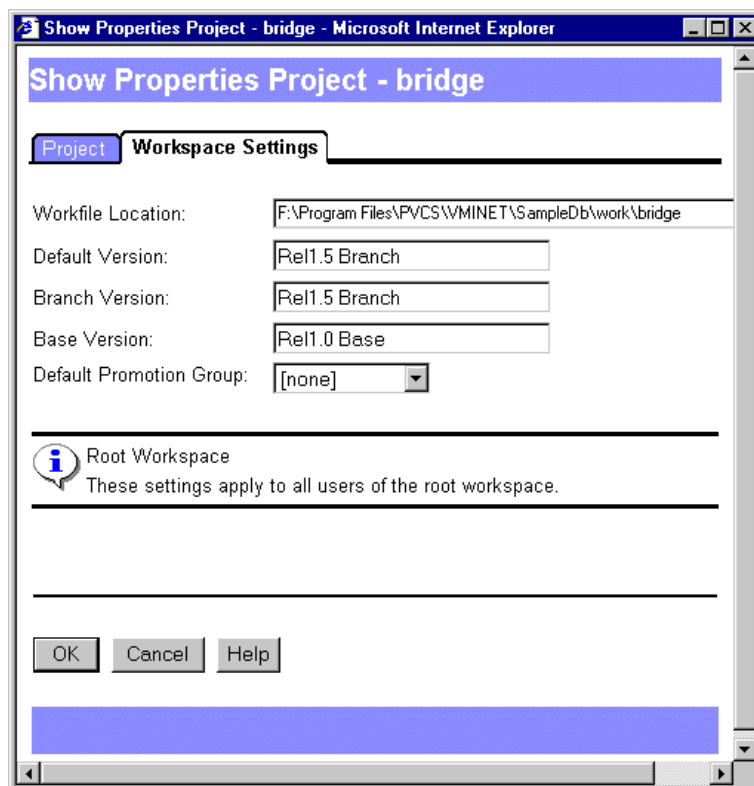
8 Click OK.

VM I-Net creates the branch when you check out the revision and then check it back in. The branch version label floats with the tip of the branch.

Defining the Default Promotion Group

You can only check out revisions to the lowest-level promotion groups reserved for development. Regardless of what promotion level a revision has reached, when you check out and lock a revision, you must assign the revision to the lowest-level promotion group to continue development.

If you have multiple promotion groups for development, VM I-Net prompts you to select which promotion group you want to assign to the revision you are checking out or locking. In the following example, you would choose between Dev and Bug_fix.
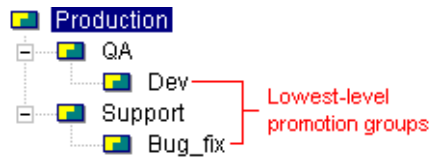
If you find that you are checking out revisions to the same lowest-level promotion group each time, you can specify which lowest-level promotion group to use by default. You specify the default lowest-level promotion group in the workspace.

To define the default promotion group:

1 Set the workspace you want to edit. See "Setting Your Workspace" on page 59.

2 On the File menu tab, click the Properties button. The Properties dialog box appears.

3 Select the lowest-level promotion group from the Default **Promotion Group** list.

4 Click OK.

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